

MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P.O. Box 269101
Sacramento, California 95826-9101



CAJS-SP

16 July 2009

MEMORANDUM FOR All State Active Duty (SAD) Service Members

SUBJECT: Direct Deposit
State Personnel Programs Policy Memorandum 2009-07

1. This Policy Memorandum supersedes State Personnel Policy Memorandum's 2004-05, published on 3 June 2004 regarding direct deposit.
2. The California Military Department is in the process of automating the systems associated with payroll. In order to accomplish this in a timely manner, all SAD personnel will be required to enroll in a direct deposit program with their financial institution.
3. Effective 1 September 2009, all SAD service members must have submitted enrollment forms for a direct deposit program. Please note, it takes 30-60 calendar days once the forms are submitted to State Personnel for electronic funds transfer to take effect. Please do not wait to submit your enrollment authorization. Once enrolled, service members must maintain a minimum leave balance of 5 days of ordinary leave or direct deposit may be cancelled and re-enrollment would be required.
4. The State of California Direct Deposit enrollment authorization form (STD form 699) may be downloaded from <http://www.documents.dgs.ca.gov/osp/pdf/std699.pdf>. An original signature is required on this form. Fax copies can not be accepted. Completed forms must be mailed or hand delivered to:

State of California, Military Department
ATTN: CAJS-J1-SP, Room 205, Box 27
P.O. Box 269101
Sacramento CA 95826-9101
5. If you have questions about your leave balance or the direct deposit program please contact the State Personnel Office at 916-854-3310, DSN 466-3310.

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (16 July 09)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

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